

Community Action Organization of Erie County, Inc.
45 Jewett Avenue, Buffalo, New York 14214

P.E.M. COMMITTEE
Thursday, September 22, 2016

Present: **Committee Members:** Jenine Dunn, President, Maggie Hannah, John Calvin Davis, Melissa Brown, Rev. Sennie Reed

Present: Rev. Sennie Reed, Maggie Hannah, Jenine Dunn, President, John Calvin Davis, (phone), Michael Johnson, Vice President, Jennifer Shank, Vernee Shaw, (phone), Doris Cummings-Ford, Addie Jackson, Michael Sobaszek

EXCUSED: NA

STAFF: Catherine Roberts, Senior VP Program Administration, Deanne Montgomery, VP Finance, Janice Machowski, Data & Assessment Manager, Linda Madigan, Assistant

John Calvin Davis called the meeting to order at 12:30 pm.

Catherine Roberts explained that Mr. Hare could not make the meeting due to having to be at another meeting, and that if the committee wanted to continue with the discussion regarding the revisions/changes to the Strategic Plan that she would answer all that she could. There would be questions that would be best answered by Mr. Hare.

John Calvin Davis asked that the discussion be tabled until such time one meeting could be held and everything could then be covered, he indicated that he would reach out to Jenine Dunn and Mr. Hare to set up a date and time.

Catherine Roberts updated the committee with the Youth Services Food Bank Plan:

- Each site will apply for its own individual food bank contract/grant.
- The Food Bank terms and contract is now reviewed with every Coordinator whose site has a contract.
- The Coordinator will sign a memorandum which states they were made aware of all terms and regulations regarding their Youth Services Food Bank contract.
- Coordinators will receive training sessions from the Food Bank of WNY staff yearly to ensure they understand how to complete reporting and how to place orders.
- An agency Food Pantry committee made up of a parent, each Site Coordinator and both Directors of Youth Services and Emergency Services will review weekly meal plans provided by Cater Tots at least two weeks in advance and provide input on food and/or snack suggestions to supplement daily meals at Edward Saunders and Angola utilizing the Food Bank grant for seasonal/holiday purposes and etc. Food/snacks will then be ordered from Food Bank based on the suggestions provided.
- Department Policy has changed and no one, aside from the registered Coordinator, may place orders.
- All Youth Services team members will sign an agreement stating that they were made aware of our policy that:

“No CAO employees are allowed to remove any food from the sites including leftovers. The only time team members are allowed to eat food purchased or donated is if being consumed during family style meal time and after all students have received an initial serving. All leftovers not consumed by students must be thrown away and NEVER REMOVED FROM THE CENTER.”

- Each site will maintain the following records in their Food Bank Binder:
- Within the binder will be a food log with the following columns:

| Individual Food Item/package | From Order # | Date Ordered | Date Received | Location Stored | Use By Date | Used How/For | Who Used | When/Who discarded (date/year) |
|------------------------------|--------------|--------------|---------------|-----------------|-------------|--------------|----------|--------------------------------|
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**All other documents required by the Food Bank (temperature logs, etc.) will be maintained. Internal department audit will be performed by the Directors of Emergency Services and Youth Services quarterly the last week of September, December, March and June.

Jennifer Shank made a motion to accept Youth Services Food Bank Plan, seconded by Addie Jackson, all approved, motion carried.

Catherine Roberts indicated that she would send the plan out electronically.

John Calvin Davis made a motion to adjourn at 12:55 pm.

Respectfully Submitted By
Janice Machowski
Data & Assessment Manager

JCD: jm